



Town of Rowe
Board of Selectmen Minutes
Thursday April 30, 2020 –6:30 p.m.
VIA TELECONFERENCE

This meeting will be held via video conference, consistent with Gov. Baker's temporary modifications to Open Meeting Law.

REMOTE PARTICIPATION INFORMATION:

Video and/or audio

Meeting Host: zoom.us

Meeting ID: 288-065-7034

URL: <https://zoom.us/j/2880657034>

Telephone: 312-626-6799

Present: Chair Chuck Sokol, Vice-Chair Jennifer Morse, Ed Silva, Selectman and Executive Secretary Janice Boudreau

Audience: Joanne Semanie, Paul McLatchy III, Loretta Dionne, Laurie Pike, Rick Williams, Cindy Laffond, Alex Barrett, Mary Wigmore, Sean Loomis and Walt Quist

Call to Order: The meeting was called to order by Chair Sokol at 6:30 p.m. via remote participation.

MOTION: Roll call vote to call to order:

Chair Sokol: yes

Selectman Silva: yes

Vice-Chair Morse: yes

Announcement of recording devices: two

1. Scheduled Presentations/Joint Meetings

- A. 6:30 p.m. Long View Forest – Alex Barrett, Forestry Division Manager of Long View Forest and Mary Wigmore, Principal of Wigmore Forest Resource Management to discuss Mohawk Trail Woodland Partnership Plan project. The plan is paid for by a grant from the Executive Office of Energy & Environmental Affairs to conduct public outreach and create a Forest Stewardship Plan for Rowe. Alex Barrett of Long View Forest explained the program's aim is to promote ecologically responsible resource management, support biodiversity and support recreation.
- Mary Wigmore explained the process by conducting a survey and hold public sessions to identify the value system and vision of the town to help develop the plan.
 - Chair Sokol explained that the Park was under the jurisdiction of the Park Commissioners and wanted to be sure they were the main participants in the process.
 - Once the plan is completed, the implementation of the plan will help in the application of grant funding to achieve the goals and objectives of the plan.

- It was agreed that Alex Barrett and Mary Wigmore would meet with the Park Commissioners to develop the next steps.
- The Board of Selectmen expressed their appreciation for the project.

Left the Meeting: Alex Barrett, Mary Wigmore and Walt Quist left the meeting at 6:50 p.m.

2. Meeting Minutes:

1. Minutes 04-09-2020:

Motion to Accept Minutes: Vice-Chair Morse made a motion to accept the Minutes of April, 9, 2020 as amended. The motion was seconded by Chair Sokol.

Roll Call Vote: Minutes of April 9, 2020:

Chair Sokol: yes

Selectman Silva: yes

Vice-Chair Morse: yes

2. Minutes 04-16-2020:

Motion to Accept Minutes: Chair Sokol made a motion to accept the Minutes of April 16, 2020 as written. The motion was seconded by Selectman Silva.

Roll Call Vote: Minutes of April 16, 2020:

Chair Sokol: yes

Selectman Silva: yes

Vice-Chair Morse: yes

3. Minutes 04-21-2020: Tabled until next meeting

- 3. Noteworthy Announcements (as needed)
- 4. Correspondence/Citizen Comments as received.
- 5. Board of Selectmen Business
- A. New Business

- 1. EMD Job Description: Board of Selectmen members reviewed the Job Description presented by Fire Chief Dennis Annear. It was agreed to add a timeframe to obtain training required established by the Board.

Motion to Adopt: Chair Sokol made a motion to accept the Emergency Management Director Job Description as amended. The motion was seconded by Selectman Silva.

Roll Call Vote: EMD Job Description:

Chair Sokol: yes

Selectman Silva: yes

Vice-Chair Morse: yes

- 2. Set up COVID-19 Account: : Vice-Chair Morse said that a Covid-19 account should be set up for expenses related to dealing with the virus since it was not budgeted by the town and an account needed to be set up for deficit spending for tracking reimbursements and recommended by the Department of Revenue. She asked that Depts. be contacted to

learn how much they have spent to date. It was decided Executive Secretary would track costs. It was decided to discuss further at next meeting.

B. Old Business

1. Continued discussion:

- a) Set Date for Executive Session: Following discussion, May 14, 2020 at 6:30 was chosen for the Executive Session date. It was noted that a letter will be sent to the employee.
- b) Potential Town Administrator Position: Board Members reviewed a document that compared area towns, pay scale and what assistants they have for town administration. The Board requested word format documents for the Town Administrator and Assistant Job Descriptions that were prepared by Executive Secretary and Administrative Assistant as well as the previous Town Coordinator version from 2004. Chair Sokol said he would try to work on reviewing and working on them when time allowed.
- c) Town Administrator Assistant Job Description: There was discussion about reviewing the Treasurer Job Description as well to decide duties to apply to that position. There was discussion about how the personnel piece and that it requires 8-10 hours per week, depending on the time of year. Special projects and grants take 8-10 hours per week on average.
- d) Town Administrator Draft Bylaw Proposal: A draft Town Administrator Bylaw was reviewed and edited for a 3-year term. Following discussion, Vice-Chair Morse said she would continue to research. Vice-Chair Morse said she wanted the bylaw and Job Descriptions completed so that the townspeople could vote on whether they would want the position. Vice-Chair Morse also suggested contacting Town Counsel to obtain a sample bylaw.

Unforeseen Business (within preceding 48 hours):

- Fuel Bids: Executive Secretary said the FY21 Fuel Bids from Franklin Regional Council of Governments have to be reviewed between May 18 and May 21st. Vice-Chair Morse said she wanted to review and have a meeting. It was decided to meet on May 19, 2020 at 6:30 p.m.
- Next Agenda: Review fiber hut plans, Liaison reports and a Pole Hearing is needed. The Board needs to review FY21 budget items for final approval. There is also a need to discuss the Summer Youth Program and Old Home Day.

Citizen Comments: None

Adjournment:

MOTION: Selectman Silva made a motion to adjourn the meeting at 8:47p.m. The motion was seconded by Chair Sokol.

A roll call vote was taken:

Chair Sokol: yes
Vice-Chair Morse: yes
Selectman Silva: yes

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: May 14, 2020

Approved:



Chuck Sokol, Chair

Selectman Jennifer Morse, Vice-Chair



Selectman Ed Silva

Documents:

1. Agenda 04/30/20
2. Draft Minutes of 04-09-2020
3. Draft Minutes of 04-16-2020
4. Draft Job Description EMD
5. DLS – Bulletin 2020-01: “Emergency Expenditures and Borrowing”
6. Job Description – Draft Town Administrator – Ed Silva edits ver. 4/16/20
7. Job Description – Draft Assistant Town Administrator – Ed Silva edits ver. 4/16/20
8. Town Administrator Draft Bylaw
9. Job Description – Draft Town Administrator – JB edits
10. Job Description – Draft Assistant Town Administrator – PMIII edits
11. DLS – Administrative Review Town of Rowe
12. Comparison of area towns Administrative Staff composition
13. Executive Secretary Updates
14. Covid-19 Group Notes of 04-28-2020

Mail:

1. Letter from Greg Gardner